

Idaho Part C Transition Requirements for Late Referrals

The Part C Transition Requirements for Late Referrals discusses timelines and requirements for children who are referred to ITP after 135 days before the child's third birthday (or after 31.5 months of age). The requirements for late referrals vary based on when a child is referred and determined eligible and their third birthday. Therefore, these guidelines have been developed to document how ITP addresses the variations. Refer to the Transition at Age Three section in the ITP eManual for additional details.

LATE REFERRALS

Referred AND Determined Eligible for ITP between 2 Years 7.5 months up to 2 years 9 months of Age (135 - 91 days prior to child's 3rd birthday)

- **45-Day Timeline**
 - Complete evaluation, assessment and eligibility determination.
 - Develop the initial IFSP if child is determined eligible for Part C services.
- **Transition Plan**
 - The transition plan must be completed as part of the initial IFSP meeting.
 - Develop the IFSP outlining services required including a strong focus on steps and services necessary to effectively transition the child and family into the next learning environment at age 3.
- **Notification to LEA/SEA**
 - Notify LEA and SEA of children who are Part B potentially eligible as soon as possible after the child is referred and determined eligible for ITP, but no fewer than 90 days before the child's third birthday.
 - The service coordinator must notify the designated centralized ITP staff responsible for sending the LEA/SEA notifications immediately upon ITP eligibility being determined.
- **Part C Transition Conference**
 - With the approval of the family, hold the Part C transition conference at least 90 days before the child's third birthday.
 - The Part C transition conference must be held at the initial IFSP meeting.
 - For children who are Part B potentially eligible, the LEA must be invited to the Part C transition conference.
 - Documentation in ITPKIDS must show that the LEA was invited to the meeting and must include whether the LEA was able to attend. The ITP service coordinator must provide ample notice to the LEA representative to attend the Part C transition conference.

NOTE: The Part C transition conference must be held at least 90 days prior to the child's third birthday regardless of whether the LEA is able to attend or not.

Referred AND Determined Eligible for ITP between 2 years 9 month up to 2 years 10.5 months of age (90 – 45 days prior to child's 3rd birthday)

- **45-Day Timeline**
 - Complete evaluation, assessment and eligibility determination.
 - Develop the initial IFSP if child is determined eligible for Part C services.
- **Transition Plan**
 - The transition plan must be completed as part of the initial IFSP meeting.

- Develop the IFSP outlining services required including a strong focus on steps and services necessary to effectively transition the child and family into the next learning environment at age 3.

➤ **Notification to LEA/SEA**

- Notify the LEA and SEA of Part B potentially eligible children as soon as possible after the child is determined eligible for ITP.
- The service coordinator must notify the designated centralized ITP staff responsible for sending the LEA/SEA notifications immediately upon ITP eligibility being determined.

➤ **Part C Transition Conference**

- The Part C transition conference must be held at the initial IFSP meeting.
 - While IDEA Part C does not require the Part C transition conference be held, ITP deems it best practice to conduct a Part C transition conference.
- For children who are Part B potentially eligible, the LEA may be invited to the Part C transition conference. Documentation in ITPKIDS must be completed if the LEA was invited to the meeting and must include whether the LEA was able to attend.

NOTE: These children are NOT reported under Indicators 8A, 8B, and 8C in the Annual Performance Report and are not counted in a transition file review sample.

Referred to ITP between 2 years 10.5 months and 3 years of age (44 days or less prior to child's 3rd birthday)

If a child is referred to ITP 44 days or less prior to their third birthday, the 45-Day Timeline, Transition Plan, Notification to the LEA/SEA and the Part C Transition Conference are not required.

NOTE: These children are NOT reported under Indicators 8A, 8B, and 8C in the Annual Performance Report and are not counted in a transition file review sample.